



WHEN DO I NEED A BUILDING PERMIT?

A building permit must be purchased from the West Valley City Building Inspection Division and inspections for installation approval will be required for the following activities that relate to single family dwellings:

- Expanding a home by additions to the building, including adding habitable space, garages, carports, and roof projections.
- Altering a home by remodeling to include adding, altering, or deleting interior walls, finishing rooms or areas previously unfinished (including basements), changing the use of a room or area, and altering the slope of the roof through a roof conversion.
- Building any detached structures such as garages, barns, tool & storage sheds, playhouses, pool or hot tub enclosures, and similar uses where the structure exceeds 200 square feet in floor area.
- Constructing retaining walls that retain more than 4 feet of earth, measured on the low elevation side of the property line.
- Building decks or permanent platforms that are more than 30" above the surrounding ground.
- Erecting window awnings that project more than 54" from the exterior walls.
- Installing any swimming pool at least 24 inches deep.
- Changing or lowering kitchen cabinets & countertops (creates plumbing & electrical concerns).
- Adding, deleting, or altering existing plumbing fixtures to accommodate more (or less) plumbing fixtures.
- Adding, deleting, or altering any electrical circuits.
- Altering the existing electrical service equipment (the meter) or any electrical panels.
- Adding any electrical appliances that are considered a fixed installation, and are not replacing similar appliances.
- Installing, replacing or repairing a furnace, water heater, boiler, air conditioner, evaporative cooler, heat pump, or baseboard heating equipment.
- Installing or replacing any fireplace (wood or gas), or woodstove.
- Adding, deleting, or altering any ductwork for any heating or cooling system.
- Installing hot tubs, jacuzzis, saunas, or spas.

WHAT CAN I DO WITHOUT A PERMIT?

- Replace glass and/or doors without changing the size of the exterior wall openings.
- Replace siding or stucco.
- Replace defective plumbing fixtures with equivalent fixtures.
- Replace electrical lights and receptacles with equivalent devices.
- Build a deck or platform that is less than 30" above the adjoining ground. NOTE: Location of the structure still requires approval from the Planning/Zoning Division @ (801) 963-3282.
- Build a detached accessory structure that is less than 200 square feet in floor area and only one story in height. NOTE: Location of the structure still requires approval from the Planning/Zoning Division @ (801) 963-3282.
- Erect a fence that is no more than six feet in height, measured from adjoining grade; includes wood, concrete, masonry, and plastic fences.
- Driveways and patios without roof coverings are exempt from permit requirements. NOTE: Altering the public sidewalk, curb & gutter, or the driveway approach requires a permit from the Public Works Department prior to construction or demolition @ (801) 963-3318.

City Hall Hours:

Monday - Thursday

7 a.m. to 6 p.m.

Closed Friday - Sunday, and Holidays

Contact Us:

Office: (801) 963-3283

Fax: (801) 963-3402

West Valley City

Building Inspections Division

Community & Economic Development Dept.

3600 Constitution Boulevard

West Valley City, Utah 84119

www.wvc-ut.gov/building

BUILDING INSPECTIONS



WEST VALLEY CITY

Unity Pride Progress

Helping you complete your building project with no surprises or unexpected delays, while achieving compliance with all state adopted building codes.



FREQUENTLY ASKED QUESTIONS

What is the penalty for building without a permit?

Penalties may include:

- The cost of the required building permit will double as a penalty
- You could incur daily penalties until the structure is brought into compliance
- You may have to demolish the structure if it is found that the structure is located on your property in violation of existing city ordinances

Must Plans be Stamped?

Yes & No, the following plans do need to be stamped:

- New Commercial Buildings that are over 2000 sq. feet
- Commercial Additions that are over 2000 sq. feet
- Commercial Remodels that are over 2000 sq. feet
- Unusual construction such as mixing building systems wood/masonry/steel as structural elements or buildings of unusual shape
- *Commercial shall include non-residential*

The following plans generally do not need to be stamped:

- New Residential (Single family dwellings and duplexes)
- Residential Additions
- Residential Remodels
- Residential Garages or Sheds (unless they meet criteria for unusual construction)

Who may stamp plans?

Plans may be stamped by:

- Architectural plans may be stamped by architect or engineer
- Structural sheets (commercial) must be stamped by a Structural Engineer
- Structural Calculations must be stamped by a Structural Engineer
- Plumbing, mechanical and electrical plans may require a stamp depending on the complexity

Can I perform "Sweat Equity"?

If you do not own the lot, and only the party in a pending home sale, certain types of sweat equity are not allowed by State Law. You may not perform electrical, mechanical (heating and air conditioning) or plumbing, in the home you hope to buy. You can perform most other items in the construction of the new home, including rough framing, concrete and drywall.

What is the policy on Manufactured Move-on Homes?

Manufactured homes must be set on permanent foundations. The foundation must be designed and stamped by an engineer. Some other things that are required are: Flood Elevation Certificate if in a flood plain and a Garage Plan. The fees due for Move-on Homes are \$90.90 plus garage permit cost.

How many sets of plans must be submitted?

Two complete sets must be submitted: Also, we may require 2 sets of electrical, mechanical and/or plumbing plans depending on the complexity of the project.

- Commercial
 - architectural sets
 - structural sets (generally w/architectural)
 - sets of structural calculations
 - sets of specifications
 - energy compliance forms
 - site plans
- Residential
 - architectural plans
 - site plans
 - sets of structural calculations if required by the Plans Examiner.
 - MEC compliance forms, completed

What contractors are required?

Generally only the licensed general contractor is required to pull a building permit. The other subcontractors that we regulate will be on our contractor verification form (electrical, plumbing, mechanical). Note: If people contract to work on your house you should make sure they are licensed.

License Requirements:

Almost all contractors must be licensed with the State of Utah. The State of Utah requires that we confirm that the General Contractor/Builder, Electrical Contractor, Plumbing Contractor and the Mechanical Contractor are licensed. If you hire a General Contractor or Construction Company to build your home, it is their responsibility to assure West Valley City through the Contractor Verification Form that the sub-contractors are licensed.

If you are the owner and builder you are not required to have a license or contractor, you may do all the work yourself.

What is the policy for moved buildings?

Whenever a building is moved from a lot/site/town/county to another parcel of property, the moved building (house) must conform to ALL current codes as if it was a new building.

If I construct an addition or remodel, will I need to bring my existing building into compliance with current building codes?

Generally no as long as the existing construction is in compliance with the codes that were in effect at the time your building was built. This is almost never a problem unless a real life safety threat is apparent (like dilapidated equipment or missing guardrails).

Is a building permit required to re-roof a home?

Yes, If you raise the roof from a flat to a pitched roof, you need a roof conversion permit. If you just re-shingle an existing roof a minimal permit is still required. A new roof covering is a large investment. There are many minor things that if ignored will cause your new roof to leak. An ice and water shield is a good example of a critical component that should never be, but it often, omitted.

Is a building permit required to do a roof conversion?

Yes, a permit is required. Comments: A truss diagram and truss detail is also required. The permit fee is at present a flat fee of \$ 106.05

Should I shovel the snow off my roof?

No, trusses are built to withstand a buildup of approximately 36" of snow. The risk of back and limb injuries from falling off a roof out weigh the necessity of removing the snow. However if the buildup of snow starts to exceed the 30" Level, we would suggest you call in a professional roofer to remove the snow.

What is a Landscape Agreement? When do I need one?

West Valley City requires all new single family dwellings to have landscaped yards within 12 months of occupancy. The landscape agreement verifies who will be responsible for installing the landscaping. Sometimes the contractor prefers to provide the landscaping as part of the sale. Sometimes the owner is responsible for the installation of the landscaping. In either case, the landscape agreement is required. It was designed by the City Planning & Zoning Division, and provides the city with a guarantee that the landscaping will be installed within one year of occupancy of the single family dwelling, in accordance with the West Valley City Municipal Code. Questions concerning landscaping requirements should be directed to a City Planner at (801) 963-3282. The landscape agreement is required at the time of final inspection.